



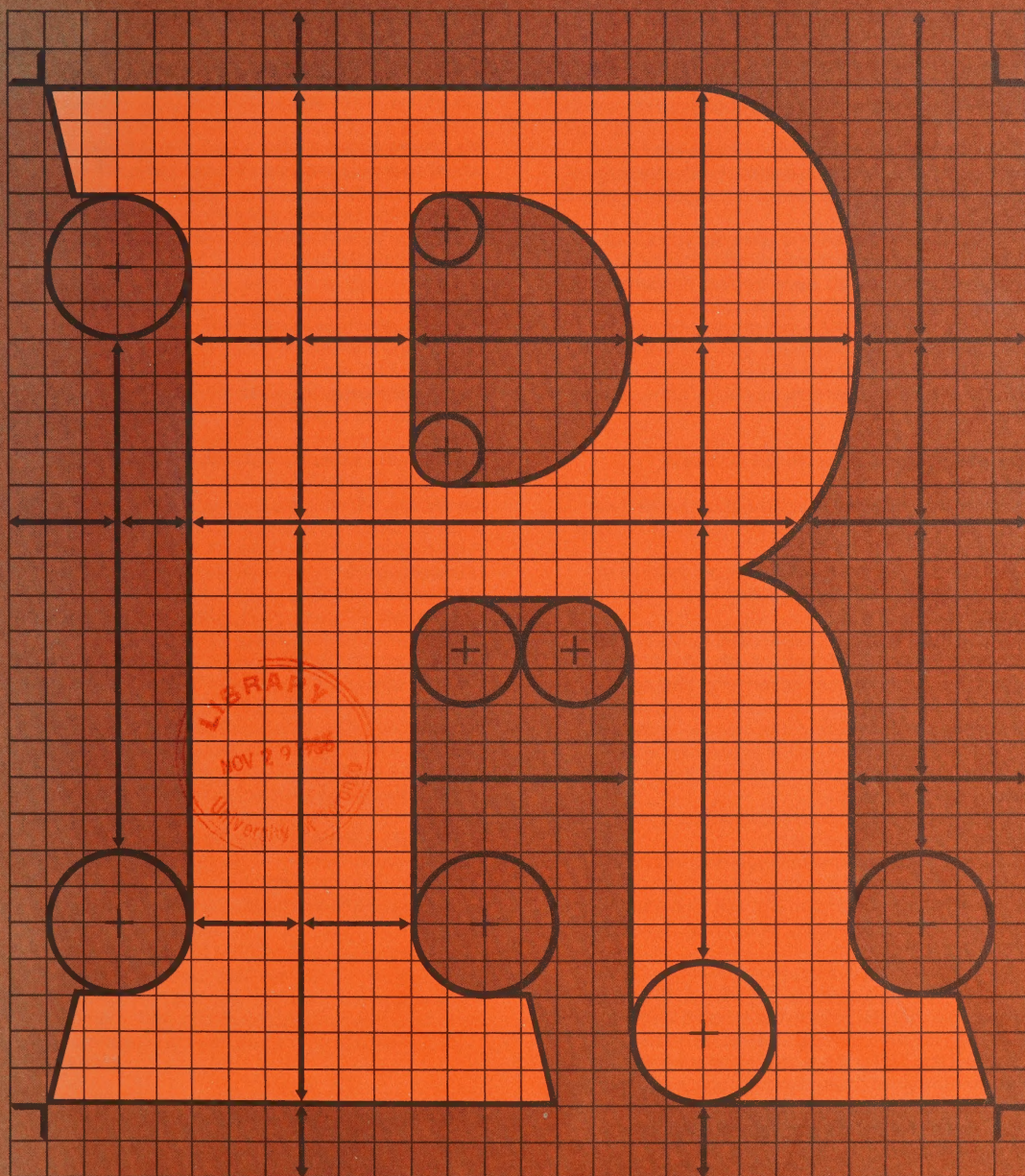
Ministry of
Colleges and
Universities

Hon. Bette Stephenson, M.D., Minister
Harry K. Fisher, Deputy Minister

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REGISTERED PRIVATE VOCATIONAL SCHOOLS



Training in Ontario

Introduction

In choosing a training program, it pays to select the program that can best prepare you to compete in the job market. In certain fields, the training offered by private vocational schools in Ontario can provide a suitable alternative to the wide range of skills development programs offered by colleges, universities, and employers.

This directory will help you to select the registered private vocational school that is best suited to your needs and to understand better the schools' courses, costs, and contract requirements. It is important that you consider your own aptitudes and career goals carefully before you enrol in any course.

What are private vocational schools?

Registered private vocational schools offer training courses in a single occupation or a number of related occupations.

These privately owned and operated schools of business, trades, and technology offer training in secretarial and clerical work, bookkeeping, accounting, computer science, drafting, sales, fashion modelling, hotel-motel management, word-processing, micro-computer operation, electronics, court reporting, and many other areas. Courses may be provided in day or evening classes and, in many cases, by correspondence.

How are private vocational schools registered?

Private vocational schools listed in this directory are registered and approved under the Private Vocational Schools Act.

This directory lists only those schools that had applied for registration or reregistration for the year 1984 by December 31, 1983.

Registered schools are supervised by the Superintendent of Private Vocational Schools. The supervision includes the approval of all advertising, ensures that the teachers are qualified in accordance with the Act, and ascertains the validity of the courses registered by each school. Approval of the accommodation, equipment, and lighting and heating facilities of schools is also required.

This directory also includes a partial list of the courses offered by the schools.

You may obtain information regarding individual courses directly from the appropriate school, or from the Private Career Education Council, Continental Bank Building, 130 Adelaide Street West, Suite 718, Toronto M5H 3P5.

Many courses are available in each subject area. The content of these courses may vary considerably. It is suggested that you write to the schools for complete information before choosing a particular course.

The fact that two or more registered schools offer courses with similar titles does not necessarily mean that these courses are of equal merit or of equal value to you. It does mean that each school describes its courses truthfully.

The Private Career Education Council (PCEC) is a professional association of private vocational schools in Ontario. In section 3 of the directory, the designation PCEC after a listing denotes a member school.

You may obtain further information from:
The Manager, Private Vocational Schools
Ministry of Colleges and Universities
Skills Development Division
Queen's Park
Mowat Block, 9th Floor
Toronto, Ontario M7A 1L2
Telephone: (416) 965-5348

Do I have to be a high school graduate to enrol in a private vocational school?

You may need a high school diploma to enrol in certain courses. You may also need it to obtain certain jobs, even if you have completed a training course at a private vocational school.

Where can I obtain specific information about a particular course?

Write to the appropriate school(s) listed in this directory for information about costs, course content, length of training, entrance requirements, and starting date for the course that interests you.

Are private vocational school graduates accepted by employers?

No training, whether it is taken at a college, university, or private vocational school, guarantees employment. A good course should, however, provide you with the necessary skills to meet the minimum employment standards of a particular occupation.

A number of trades are regulated under the Apprenticeship and Tradesmen's Qualification Act. Regulations under the Act require that all persons practising certain trades, such as motor vehicle mechanic, hairdresser, and carpenter, hold a Certificate of Qualification, obtained through apprenticeship training. Before selecting a training program at a private vocational school, it is suggested that you read *Apprenticeship*, which is available from your secondary school guidance counsellor or from the Ministry of Colleges and Universities, Communication Services Branch, Public Inquiries Section, Queen's Park, Mowat Block, 14th Floor, Toronto, Ontario M7A 1L2.

Telephone: (416) 965-6407.

Key

What financial assistance is available?

Students at private vocational schools may be eligible to participate in government financial assistance programs. Normally this assistance will be available only to students in courses that last six months or longer and require a secondary school diploma for admission. For more complete details, contact the Ministry of Colleges and Universities, Student Awards Branch, Queen's Park, Mowat Block, 8th Floor, Toronto, Ontario M7A 2B4.

Are the sales representatives of private vocational schools licensed?

Under the Private Vocational Schools Act, a school's representative who meets prospective students away from the school must have a permit bearing his or her name and the name of the school represented. The permit is endorsed by the Minister of Colleges and Universities and the Superintendent of Private Vocational Schools. The owner of a school is not required to have a permit if he or she does not enrol students or sign contracts away from the premises of the school. *Do not deal outside the school with a representative who does not have a permit.*

What should I consider when enrolling in a private vocational school?

1. Make sure that the school is registered to operate in Ontario.
2. Be sure that you can afford the total cost of the enrolment fee, tuition, laboratory fees, books, transportation, room and board, and incidental costs.
3. Evaluate your own aptitudes realistically. Be sure that you have the physical and mental qualities, and the educational background, to profit from the course you are considering.
4. *Read the contract and be sure you understand it before you sign.* Do not be in a hurry. Your signature makes the contract legally binding. Ask someone else to review the contract if you do not understand it.

A school is responsible only for those conditions or terms which appear in the contract or catalogue, nothing more. Any promises or statements that are made orally by the representative and that do not appear in the contract or catalogue may not be the responsibility of the school.

5. Be sure that you understand exactly how much it will cost if you interrupt your training. *The refund policy must be clearly stated in the contract.* (See page 11.)
6. Decide whether you are willing to devote the time and energy needed to succeed in the course.
7. If possible, visit a school and see the facilities and equipment. Talk with some of the school's students or graduates. Talk with employers who have hired graduates.

Section 1 of this directory lists the courses available on a residence basis, full-time or part-time. "Residence" means that you must attend formal classes.

Section 2 lists the courses available by correspondence.

Section 3 lists the registered schools that offer the courses listed in the previous two sections. The schools are listed in alphabetical order and are numbered for easy reference.

If you are interested in a residence course, turn to section 1. If you are interested in a correspondence course, turn to section 2. The numbers noted for each course listing refer to the schools, shown in section 3, that offer that course.

Some correspondence courses require that you attend formal classes before completing the program. Further information is available from individual schools.

Section 1: Residence Courses

Courses	Schools
Accounting	13, 16, 18, 32, 95, 100, 104, 118, 130
Aesthetician	15, 49, 63, 64, 75, 77, 83, 99, 103, 121, 133, 146
Air—Mixed Gas Diving	21
Announcing (Radio and TV)	91
Auctioneering	85
Audio Sound Productions	96, 126
Bank Teller	16, 24, 42, 71, 81, 130, 142
Bartending	10, 27, 71, 105, 129
Basic Electronics	6, 28
Blueprint Reading	25, 59, 76
Bookkeeping	24, 32, 71, 79, 95, 104, 114, 118
Business Administration	13, 16, 81, 95, 100, 114, 118, 130, 142
Clerk	42, 57, 68, 81, 95, 100, 114
Computer Engineering Technology	31
Computer Operator	28
Computer Maintenance Technology	28
Computer Programming	5, 6, 18, 28, 31, 32, 42, 55, 56, 62, 79, 142
Computer Technology	18, 28, 109
Computers Micro	26
Cosmetology	29, 103, 139, 140, 146
Court Reporting	110
Culinary Arts	81
Data Entry Operator	16, 24, 32, 42, 55, 62, 71, 142
Data Processing	16, 24, 42, 55, 71, 81, 88, 95, 100, 118, 130, 132
Dental Office Assistant	23
Dicta Typing	16
Drafting	59
Draping (Fashion Design)	1, 40
Dressmaking and Design	1, 40
Estimating of Electrical Installations	106
Electric Heating Installation	106
Electrolysis	36, 37, 49, 103, 146
Electronics	5, 31, 58, 108, 109
Engineering, Electrical	5
Engineering, Electronic	31, 108
Fashion Commentator	39
Fashion Design	40, 44, 60
Fashion Merchandising	41, 43, 44
Floral Design	131
Fork-Lift Truck Driving	83
Guitar Building and Repair	46
Haute Couture Techniques	1, 40
Heavy Equipment Operating	33
Health Care Aide	17, 22, 54, 92, 98
Hotel Operation	4, 23, 27
Hyperbaric Chamber (Decompression Chamber) Operator	21
Machine Transcription	104, 118, 143

Courses	Schools
Make-up Artist (Stage, etc.)	2, 12, 35, 67, 83, 103, 112, 116, 139, 140
Massage Therapy	15, 73, 75, 121, 122
Mechanic (Plumbing and Heating)	106
Medical Office Assistant	23, 98, 118
Medical Office Practice	23, 118
Medical Records and Terminology	55, 118
Medical Transcription	55, 118
Millinery	1, 40
Modelling	8, 9, 12, 35, 38, 39, 41, 43, 45, 47, 50, 64, 66, 74, 82, 112, 117, 120, 123, 124, 136, 138, 139, 141, 145
Motel Operation	23
Office Practice and Management	104, 118
Pattern Drafting (Fashion)	1, 40
Pattern Making	1, 40
Photography (Modelling)	8, 9, 12, 30, 35, 38, 39, 41, 43, 45, 47, 50, 64, 66, 74, 112, 117, 120, 123, 124, 136, 138, 139
Picture Framing	69
Private Investigation	19, 65
Professional Sewing	1, 40
Receptionist	68, 81, 100, 114, 142
Restoration Photography	68
Sales (Dale Carnegie)	20, 104
Secretary	16, 23, 24, 42, 55, 57, 81, 87, 88, 93, 95, 100, 114, 118, 142, 143
Secretary, Accelerated	68, 118
Secretary, Bilingual	95
Secretary, Executive	16, 34, 81, 100, 114, 118, 142, 143
Secretary, Legal	16, 53, 55, 56, 68, 81, 95, 100, 102, 118, 130, 142, 143
Secretary, Medical	16, 53, 55, 56, 68, 81, 95, 100, 102, 118, 130, 142, 143
Security Guard	19
Shorthand	102, 104, 118, 143
Stenography	57, 68, 88, 95, 114, 118
Stenotype	109
Systems Analysis and Design	5, 31, 55, 56
Tailoring	1, 40
Television Film Production	91
Tractor-Trailer Driver Training ("D" Licence)	3, 33, 87, 101, 107, 134
Tractor-Trailer Driver Training ("A" Licence)	113, 135
Travel Counsellor	4, 16, 20, 23, 24, 71, 81, 110, 114, 125, 132, 142
Typing	79, 81, 88, 104, 114, 118, 130, 142, 143
Underwater Photography/Television	21
Upper Lakes Training	137
Waiter/Waitress Training	128
Welding	14, 25, 48, 59, 76, 78, 89, 97, 134
Word Processing	6, 11, 16, 24, 42, 53, 55, 71, 79, 88, 95, 114, 118, 143

Section 2: Correspondence Courses

Courses	Schools
Accounting	13, 51, 61, 80, 90, 104
Aesthetician	63
Air-conditioning and Refrigeration	51, 61
Aircraft Mechanic	51
Announcing (Radio and TV)	91
Appliance Servicing	51
Art, Commercial	51
Art, Fundamentals	7, 51
Bartending	27, 71, 110
Blueprint Reading	51
Bookkeeping	51, 90, 104, 119
Business Administration	51, 90
Business Management	51, 61, 80, 119
Clerk	51, 80
Computer Programming	5, 51
Computer Technology	51, 109
Culinary Arts	51
Data Processing	51, 80
Dental Office Assistant	23
Dental Office Procedures	51
Diesel Engine Repair	51
Dog Breeder (Canine Care)	115
Drafting	51, 61
Dressmaking and Design	51
Electrician	51
Electrolysis	36
Electronics	5, 51, 61, 86
Engineering, Chemical	51, 61
Engineering, Civil	51, 61
Engineering, Electrical	51, 61, 86
Engineering, Electronic	51, 61
Engineering, Industrial	51, 61
Engineering, Mechanical	51, 61, 86
Engineering, Professional Licence	51
Engineering, Structural	51, 61
Export-Import (Small Business Management)	119
General Record Keeping	13
Heating and Ventilation	51
Hotel Operation	23, 27, 51, 61
Income Tax Preparation	51, 92
Interior Design	51, 61
International Freight Forwarding	119
Investigation and Security	65
Journalism	51
Kennel Operator	115
Library Science	51
Management Accounting	51
Management, Small Business	51
Management, Traffic	51

Courses	Schools
Marketing	51
Mechanical Courses (Motor)	61
Medical Office Assistant	23, 24, 51, 119
Medical Office Practice	51, 119
Medical Records and Terminology	51, 119
Medical Transcription	51, 119
Motel Operation	51, 61
Office Practice and Management	51, 104
Paste-Up (Graphic Arts)	51
Photography	51
Power Plant Engineering and Operation	51
Purchasing	51
Quality Control	51
Receptionist	51
Record Keeping	13, 80
Retailing	51
Salesmanship	51, 104
Secretary	13, 51, 61
Secretary, Executive	51, 90, 119
Secretary, Medical	51, 119
Shorthand	51, 80, 119
Stationary Engineer	51
Stenography	51
Stenotype	109
Systems Accounting (Computer)	51
Systems Analysis and Design	5, 51
Telecommunications	51
Television Copy-writing	51, 91
Television Servicing	51, 61
Textiles (Fashion Design/Merchandising)	51
Tractor-Trailer Driver Training	87, 101, 107
Travel Counsellor	51, 110, 142
Typing	51, 80, 104, 119
Upholstery	51
Waiter/Waitress Training	110
Word Processing	80

Section 3:

Schools

1. Académie des Couturiers Canadiens (L')
Mail only:
423 Sussex Drive
Ottawa K1N 6Z3
Telephone: (613) 238-5233
Manager: Mr. R. Robinson

2. Academy of Professional Make-up
Design Inc.
26 Cumberland Street
Suite 201
Toronto M4W 1J5
Telephone: (416) 967-1717
Manager: Ms. A. Lambrou

3. ADANAC Truck Driver Training Limited
695 Markham Road
Suite 18 (Cedar Heights Plaza)
Scarborough M1H 2A5
Telephone: (416) 431-9476
Manager: Mr. W.R. Campbell

4. Algonquin Careers Academy
969 Bronson Avenue
Suite 205
Ottawa K1S 4G8
Telephone: (613) 230-8127
Manager: Ms. E. Blaine

5. A.M.J. Electronic College
275 First Avenue
Ottawa K1S 2G7
Telephone: (613) 238-2800
Manager: Mr. A.M. Jotoff
PCEC

6. Anderkoch Institute of Data Processing
58 Queen Street South
Kitchener N2G 1V6
Telephone: (519) 579-1630
Manager: Mr. N. Andersen

7. Art Instruction Schools Inc.
2 Grove Street East
Barrie L5N 2N5
Telephone: (705) 726-8351
Manager: Mr. G. Worrall

8. Auston Professional Modelling of Toronto
Inc.
920 Yonge Street
Suite 104
Toronto M4W 3J7
Telephone: (416) 961-9918
Manager: Mr. R. Parr

9. Barrett-Palmer Models International
Incorporated
410 Queen Street
Suite 1
Ottawa K1R 5A7
Telephone: (613) 235-5145
Managers: Ms. E. Barrett/Ms. S. Palmer

10. Bartender Training School
270 Danforth Avenue
Toronto M4K 1N6
Telephone: (416) 461-1372
Manager: Mr. F. Viragh

11. Bradson Word Processing Institute
155 Kent Street
Ottawa K1P 5P3
Telephone: (613) 237-5060
Manager: Mr. R. Weber

12. Cameo School of Self-Improvement and
Modelling Ltd.
379 Queen Street South
Kitchener N2G 1W6
Telephone: (519) 744-8989
Manager: Mrs. J. Heaton

13. Canada College
2490 Bloor Street West
Toronto M6S 1R4
Mail only:
P.O. Box 293, Station M
Toronto M6S 4T3
Training:
39 Grenadier Heights
Toronto
Telephone: (416) 766-9456
Manager: Mr. D.A. MacLean

14. Canada Welding Trade School
26 Balsam Avenue North
Hamilton L8L 6Y2
Telephone: (416) 544-1284
Manager: Mr. J. MacDonald

15. Canadian College of Massage and
Hydrotherapy
Mail only:
P.O. Box 983
Sutton West L0E 1R0
Training:
85 Church Street
Sutton
Telephone: (416) 722-3162
Manager: Mrs. E. Szasz
PCEC

16. Canadian Institute of Business Ltd.
210 Dundas Street
London N6A 5J3
Telephone: (519) 672-9520
Manager: Mr. R. Tahlan

17. Canadian Institute of Health Care
415 Bloor Street West
Suite 200
Toronto M5S 1X6
Telephone: (416) 923-0876
Manager: Ms. M. Lapuente

18. Canadian School of Business and
Technology
333 Ouellette Avenue
Suite 300
Windsor N9A 4J1
Telephone: (519) 255-7332
Manager: Mr. J. Macri

19. Canadian School of Private Investigation
and Security
3675 Keele Street
Suite 104
Downsview M3J 1M6
Telephone: (416) 638-2334
Manager: Mr. C. Franco

20. Canadian Travel School Corp.
Mail only:
110 Bloor Street West
Lower Concourse
Toronto M5B 2W7
Training:
Wilfrid Laurier University
Room P1023
Waterloo
Telephone: (416) 968-6333/968-6334
Manager: Mr. D.R. Cooper
PCEC
1039 Upper St. James Street
Suite 203
Hamilton L9C 3A7
Telephone: (416) 968-6333/968-6334
Manager: Ms. L. McLeod
PCEC

21. Canadian Underwater Training Centre
417A Queen's Quay West
Toronto M5V 1A2
Telephone: (416) 363-6822
Manager: Mr. V.L. Pavuls
PCEC

22. Caps Health Care Aide School
250 Wyecroft Road
Unit 8
Oakville L6K 3T7
Telephone: (416) 844-5588
Manager: Ms. E.P. Oswald

23. Career Canada Ltd.
1039 Upper St. James Street
Hamilton L9C 3A7
Telephone: (416) 387-5214
Manager: Mr. P.J. Dykstra
PCEC

55 Queen Street East
Toronto M5C 1R6
Telephone: (416) 363-3721
Manager: Mr. P.J. Dykstra
PCEC

Billings Bridge Plaza
2315 Riverside Drive
Ottawa K1H 7X6
Telephone: (613) 523-8355
Manager: Mr. P.J. Dykstra
PCEC

24. Century Business Academy (West) Inc.
Mail only:
43 Eglinton Avenue East
Suite 606
Toronto M4P 1A2
Telephone: (416) 486-6772
Manager: Mr. T. Behich
Training:
1700 Wilson Avenue
Suite 208
Downsview
Telephone: (416) 249-2291
Manager: Ms. L. Rochon

25. Chatham Technical School
651 Grand Avenue East
Chatham N7L 1X5
Telephone: (519) 354-7070
Manager: Mr. G. Ghatzissavas

26. Columbia Institute of Computer Studies
430 East 25th Street
Hamilton L8B 3B4
Telephone: (416) 387-3688
Manager: Mr. R. Rambarron

-
27. Constellation Hotel School
The Constellation Hotel
900 Dixon Road
Toronto M9W 1J7
Telephone: (416) 675-1500
Manager: Mr. L.G. Hinds
-
28. Control Data Institute
50 Hallcrown Place
Willowdale M2J 1P7
Telephone: (416) 491-9191
Manager: Mr. L. Donnelly
PCEC
- 279 Laurier Avenue West
3rd Floor
Ottawa K1P 5J9
Telephone: (613) 236-8282
Manager: Ms. E. Ducharme
PCEC
-
29. Derma-Care Cosmetology Institute Ltd.
1290 Bay Street
2nd Floor
Toronto M5R 2C3
Telephone: (416) 964-6090
Manager: Ms. E. Rostas
-
30. Destinations Modelling School Ltd.
Shoppers World Brampton
Suite 208
Brampton L6Y 1N7
Telephone: (416) 457-8373
Manager: Ms. J. Walmsley
-
31. DeVry Institute of Technology
2201 Finch Avenue West
Weston M9M 2Z4
Telephone: (416) 741-9220
Manager: Mr. A.M. Ebron
PCEC
-
32. D.M.D. Training Computer Institute
232 King Street North
Suite 103
Waterloo N2J 2X6
Telephone: (519) 886-6511
Manager: Mrs. D.M. Aevi
-
33. Eastern Ontario School of Trucking Ltd.
Highway 44
P.O. Box 460
Almonte K0A 1A0
Telephone: (613) 256-2693
Manager: Mr. D. Sutherland
PCEC
-
34. Educo Plus (London) Ltd.
c/o Heritage College
158½ Rideau Street
Ottawa K1N 5X6
Telephone: (613) 230-9024
Manager: Mr. K. Dover
-
35. Eleanor Fulcher Ltd.
667 Yonge Street
2nd Floor
Toronto M4Y 1Z9
Telephone: (416) 924-9633
Manager: Mrs. J. Benham
PCEC
-
36. Electrolysis Educational Institute
Mail only:
2180 Yonge Street
3rd Floor
Toronto M4S 2B9
Telephone: (416) 488-9292
Manager: Ms. V.F.A. Bellefeuille
PCEC
-
37. Electrolysis School of Canada Inc.
6075 Yonge Street
Willowdale M2M 3W2
Telephone: (416) 221-6636
Manager: Mrs. M.E. Clark
PCEC
-
38. Elegance Schools
Mail only:
700 Richmond Street
London N6A 5C7
Telephone: (519) 434-1181
Manager: Mrs. P. Hugill
- 60 Queen Street East
Brampton L6V 1A2
Telephone: (519) 453-6087
Manager: Ms. B. Young
-
39. Elen Henderson Finishing and Modelling Agency Ltd.
85 Scarsdale Road
Suite 104
Don Mills M3B 2R2
Telephone: (416) 444-9571
Manager: Ms. B. Hoover
-
40. Ellen Peterson Fashion Institute
Mail only:
P.O. Box 3271, Station D
North York M2R 3G6
Training:
Towne & Country Square
Yonge Street and Steeles Avenue
Suite N-5
Willowdale
Telephone: (416) 222-4533
Manager: Mrs. E. Peterson
PCEC
-
41. Esprit School of Self-Improvement and Modelling Inc.
182 Woolwich Street
Guelph N1H 3V6
Telephone: (519) 836-5630
Manager: Ms. B. Milburn
-
42. Ethel Gould Business College Ltd.
1304 Wellington Street
Ottawa K1Y 3B2
Telephone: (613) 729-8151
Managers: Mr. F.E. Kajfes/Mr. M.T. Valentine
-
43. Expressions by DSK
32 Grand Avenue South
Cambridge N1S 2L6
Telephone: (519) 622-2360
Manager: Mrs. D. Schmidt-Kirk
-
44. Fashion Institute of Canada (The)
Mail only:
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Mrs. C. Norman
-
45. Flare School of Modelling and Self-Improvement
23 Parkside Drive
Newmarket L3Y 4R6
Telephone: (416) 898-1149
Manager: Ms. T. Chambers
-
46. G.R. Technologies Ltd.
2421 Drew Road
Mississauga L5S 1A1
Telephone: (416) 677-4123
Manager: Mr. G. Rosenzweig
-
47. Gemini School of Self-Improvement and Modelling, Ltd.
190 Victoria Street South
Kitchener N2G 2B9
Telephone: (519) 578-7520
Manager: Ms. C. Benn
-
48. General Welding School Ltd.
61-63 Jarvis Street
Toronto M5C 2H2
Telephone: (416) 363-7635
Manager: Mr. J.R. Lee
-
49. Gina's School of Aesthetics and Electrolysis
1803 Eglinton Avenue West
Toronto M6E 2H8
Telephone: (416) 789-2078
Manager: Mr. C. DeCicco
- 6 Regina Road North
Waterloo N2J 2Z5
Telephone: (519) 886-2090
Manager: Mr. C. DeCicco
-
50. Gloria Moody Charm and Modelling School
Mail only:
1420 Isabella Street
Thunder Bay P7E 5B9
Training:
Franklin Street School
4-125 Franklin Street
Thunder Bay P7E 5B9
Telephone: (807) 622-9084
Manager: Mrs. G. Moody
-
51. Granton Institute of Technology
263 Adelaide Street West
Toronto M5H 1Y2
Telephone: (416) 977-3929
Manager: Mrs. V. Stewart
PCEC
-
52. Guest, Gratton & Associates Inc.
338 Queen Street East
Suite 217
Brampton L6W 1Y8
Telephone: (416) 245-2046
Manager: Mr. S. Shapiro
-
53. Halton Business Institute
460 Brant Street
Burlington L7R 4B6
Telephone: (416) 637-3415
Manager: Ms. D. Deacon
-
54. Health Care Vocational Centre
253 Danforth Avenue
2nd Floor
Toronto M4K 1N2
Telephone: (416) 463-7970
Manager: Ms. M. MacDonald
-
55. Herzog Institutes of Canada
396 Cooper Street
Ottawa K2P 2H7
Telephone: (613) 234-8099
Manager: Mr. L.H. Richie
PCEC
- 164 Eglinton Avenue East
Toronto M4P 1G4
Telephone: (416) 484-6996
Manager: Mr. J. McGinn
PCEC
-

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56. Honeywell Institute for Continuing Studies
155 Gordon Baker Road
Willowdale M2H 3N7
Telephone: (416) 499-9022
Manager: Dr. N.F. Salt
PCEC
-
57. Huntsville Secretarial Teaching Service
19 Rogers Road
Huntsville P0A 1K0
Telephone: (705) 789-4267
Manager: Mrs. M. Cockram
PCEC
-
58. Imitech Inc.
3345 North Service Road
P.O. Box 98
Burlington L7R 3Y5
Telephone: (416) 336-7116
Manager: Mr. A. McPherson
-
59. Institute of Technical Trades Ltd.
734 Kipling Avenue
Toronto M8Z 5G5
Telephone: (416) 255-2369
Manager: Mr. E.T. O'Shaughnessy
-
60. International Academy of Merchandising and Design (Canada) Ltd.
31 Wellesley Street East
Toronto M4V 1G7
Telephone: (416) 922-3666
President: Mrs. J. Kadlec
-
61. International Correspondence Schools Canadian, Ltd.
6102 Burdett Drive East
Niagara Falls L2E 5G7
Telephone: (416) 354-4252
Manager: Mr. E. Tadeson
PCEC
-
62. International Data Processing College
139 King Street East
Hamilton L8N 1B1
Telephone: (416) 528-1108
Manager: Mr. W.J. Bodner
-
63. International School of Haute Esthetique Edith Serei Inc.
181 Eglinton Avenue East
Toronto M4P 1J9
Telephone: (416) 482-2773
Manager: Ms. M. Kurbegovich
-
64. International Top Models
Head Office
709 Yonge Street
Toronto M4Y 2B4
Telephone: (416) 923-6868
Manager: Mrs. A. Bell

180 James Street South
Hamilton L8P 3A7
Telephone: (416) 528-0021
Manager: Mrs. A. Bell

39 Water Street North
Kitchener N2H 5A6
Telephone: (519) 578-3880
Manager: Mrs. A. Bell

207 Dundas Street
London N6A 1G4
Telephone: (519) 438-4137
Manager: Mrs. A. Bell

185 Somerset Street West
Suite 201
Ottawa K2P 0J2
Telephone: (613) 236-9575
Manager: Mrs. A. Bell
-
65. Investigation Science of Canada
Mail only:
1359 Wilson Avenue
Downsview M3M 1H7
Telephone: (416) 243-1313
Training:
180 Yorkland Boulevard
Willowdale M2J 1R5
Manager: Mr. P. Martin
-
66. Jean Banfield Charm and Modelling School
660 Eglinton Avenue East
Scarborough M4G 2K2
Telephone: (416) 484-8409
Manager: Ms. K. Eluck
-
67. Jean Macdonald's Make-up Artistry School
83-87 St. Nicholas Street
2nd Floor
Toronto M4Y 1W8
Telephone: (416) 967-9107
Manager: Ms. K. Lennie
-
68. Johnson Business Academy Ltd. (The)
Tope Building
719 Main Street West
2nd Floor
Hamilton L8S 1A3
Telephone: (416) 523-4494
Manager: Mrs. M.R. Johnson
PCEC
-
69. John Verkaik School of Special Trades Inc.
1001 Richmond Street West
Chatham N7M 5W8
Telephone: (416) 354-6868
Manager: Mr. C.E. McNally
PCEC
-
71. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Telephone: (519) 743-4691
Manager: Ms. K.J. Hall
PCEC

20 Hughson Street South
Hamilton L8N 2A1
Telephone: (416) 824-5235
Manager: Ms. S. Mossindy
PCEC

111 Waterloo Street
London N6B 2M4
Telephone: (519) 432-1020
Manager: Ms. K.J. Hall
PCEC

93 Dundas Street East
Suite 107
Mississauga L5A 1W7
Telephone: (416) 276-2683
Manager: Ms. G. Bower
PCEC

280 Albert Street
Suite 203
Ottawa K1P 5G8
Telephone: (613) 235-0867
Manager: Ms. S. Mossindy
PCEC

1814-A Eglinton Avenue East
Suite 208
Scarborough M1L 2L2
Telephone: (416) 751-3324
Manager: Ms. S. DeFreitas
PCEC
-
73. Kikkawa Shiatsu School Inc.
Mail only:
3 Riverview Gardens
Toronto M6S 4E4
Telephone: (416) 762-4857
Manager: Ms. S. Kikkawa
-
74. Lakehead Modelling School and Agency
176 Rupert Street
Thunder Bay P7B 3X1
Telephone: (807) 344-5973
Manager: Ms. P. Potts
-
75. Lam School of Advanced Esthetics
2130 Lawrence Avenue East
Suite 201
Scarborough M1R 3A6
Telephone: (416) 757-3240
Manager: Mr. H. Lam
-
76. Lambton Technical School
Mail only:
1131 McGregor Side Road
Sarnia N7S 4T1
Telephone: (519) 337-4322
Manager: Mr. G. Chatzissavas
-
77. L'École d'Esthétique
1855 LaSalle Boulevard
Sudbury P3A 2A3
Telephone: (841) 566-9544
Manager: Mrs. Y. St. Onge
-
78. Lincoln School of Welding
R.R. 2
Trenton K8V 5P5
Telephone: (613) 392-4826
Manager: Mr. E. Jones
PCEC
-
79. London School of Business
43 Eglinton Avenue East
Suite 804
Toronto M4P 1A2
Telephone: (416) 482-3331
Manager: Mr. J. Hargan
-
80. Lorman Institute
738 Sheppard Avenue East
Suite 202
Willowdale M2K 1C4
Telephone: (416) 222-2626
Manager: Mrs. J. Loughran
-
81. Loughheed Business College Ltd.
445 King Street West
Kitchener N2G 1C2
Telephone: (519) 579-3160
Manager: Mr. L.G. Loughheed
PCEC
-
82. Marguerite Bant Modelling & Finishing School
159 Lake Street
St. Catharines L2R 5Y6
Telephone: (416) 684-8400
Manager: Ms. D. Cote
-
83. Marvel Beauty School of Skin Care & Cosmetics
33 Bloor Street East
2nd Floor
Toronto M4W 3H1
Telephone: (416) 923-0991
Manager: Mr. H. Hlady
-
84. Materials Handling Institute of Canada Ltd.
34 Leading Road
Unit 1
Rexdale M9V 4B5
Telephone: (416) 743-4884
Manager: Mr. C.M. Graham
-

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85. Matthews Auctioneering School
Mail only:
P.O. Box 39
Flesherton N0C 1E0
Training:
14 Toronto Street
Flesherton N0C 1E0
Telephone: (519) 924-2621
Manager: Mr. M. Matthews
-
86. McGraw-Hill Continuing Education Centre
330 Progress Avenue
Scarborough M1P 2Z5
Telephone: (416) 293-8787
Manager: Mr. S.J. Kenmuir
PCEC
-
87. Merv Orr's Transport Training School of Cambridge Inc.
Mail only:
P.O. Box 3186
Cambridge-Preston N3H 4R6
Training:
754 Hespeler Road
Cambridge N1R 6J4
Telephone: 1-800-265-8619
Manager: Mr. M. Orr
PCEC
- 600 Simpson Street
Thunder Bay P7C 3J7
Telephone: (807) 623-8686
Manager: Mr. R. Orr
PCEC
- 833 The Queensway
Suite 111
Toronto M8Z 5Z1
Telephone: (416) 251-9073
Manager: Mr. G. Brunette
- 2415 Holly Lane
Suite 200
Ottawa K1V 7P2
Telephone: (613) 523-3489
Manager: Mr. P. Unwin
-
88. Metzler Business School
Mail only:
P.O. Box 41
Kingston K7L 4V6
Training:
77 Brock Street
Kingston K7L 1R8
Telephone: (613) 546-1254
Manager: Mrs. P. Owen
PCEC
-
89. Mountain School of Welding
1495 Upper James Street
Hamilton L9B 1K2
Telephone: (416) 383-7827
Manager: Mr. R. Jolley
-
90. National College
170 St. George Street
Suite 714
Toronto M4R 2M8
Telephone: (416) 925-9155/925-9238
Manager: Ms. G. McGowan
-
91. National Institute of Broadcasting
27 Bloor Street East
Toronto M9W 1A9
Telephone: (416) 922-2793
Manager: Mr. J.C. Dickens
-
92. New Skills Vocational School
2084 Danforth Avenue
Toronto M4C 1J9
Telephone: (416) 421-0312
Principal: Ms. M. Christoff
- Moirs Secondary School
275 Farley Avenue
Belleville K8N 4M2
Telephone: (416) 421-0312
Manager: Ms. M. Christoff
- 52 George Street
Newmarket L3Y 4V3
Telephone: (416) 421-0312
Manager: Ms. M. Christoff
- 60 Westheights Drive
Kitchener N2M 1J9
Telephone: (416) 421-0312
Manager: Ms. M. Christoff
-
93. Niagara Commercial College Ltd.
4985 Stamford Street
Niagara Falls L2E 1M4
Telephone: (416) 356-3141
Manager: Mrs. A. Henderson
-
94. Olsten Word Processing
401-20 Hughson Street South
Hamilton L8N 2A1
Telephone: (416) 523-5383
Manager: Mr. J.E. Webb
-
95. Ontario Business College
Mail only:
P.O. Box 1180
Belleville K8N 5E8
Training:
54 Victoria Avenue
Belleville K8N 1Z7
Telephone: (613) 962-0870
Manager: Mr. G. Macan
PCEC
- Richmond Centre
54A Centre Street North
Oshawa L1G 4B5
Telephone: (416) 576-9175
Manager: Mr. L. Clarke
PCEC
- 30 Elgin Street North
4th Floor
Sudbury P3C 5B4
Telephone: (705) 673-8213
Manager: Ms. P. Horgan
PCEC
- 1119 Victoria Avenue East
Thunder Bay P7C 1B7
Telephone: (807) 622-7061
Manager: Ms. L. Townsen
PCEC
- 2462 Howard Avenue
Windsor N8X 3V6
Telephone: (519) 254-4777
Manager: Ms. L. Palmer
- Ontario Business College
(Larocque-LaFortune Business College)
447 Sussex Drive
Ottawa K1N 6Z4
Telephone: (613) 233-0443
Manager: Mrs. C. Lepine
-
96. Ontario Institute of Audio Recording Technology
500 Newbold Street
London N6E 1K6
Telephone: (519) 686-5010
Manager: Mr. J. Dudyeh
-
97. Ontario Welding Academy
809B Michigan Avenue
Point Edward H7V 1H1
Telephone: (519) 344-7292
Manager: Mr. J. Souroukis
-
98. Oscilla Institute for Health Personnel
428A Parliament Street
Toronto M5A 3A2
Telephone: (416) 960-1810
Manager: Mrs. V.O. Tansingco
PCEC
- 131 John Street South
Hamilton L8N 2C3
Telephone: (416) 529-4507
Manager: Mrs. V.O. Tansingco
- 40 King Street West
2nd Floor
Oshawa L1H 1A4
Telephone: (416) 278-4946
Manager: Mrs. V.O. Tansingco
-
99. Ottawa School of Electrolysis
1226A Wellington Street
Ottawa K1Y 3A1
Telephone: (613) 722-0860
Manager: Mrs. J. Coleman
-
100. Park Business College
145 King Street East
Hamilton L8H 1B1
Telephone: (416) 522-5500/528-1108
Manager: Mrs. J. Bodner
PCEC
-
101. Participation Transport Training Centre Ltd.
480 Lakeshore Boulevard East
Toronto M5A 1C3
Telephone: 1-800-263-8023
Manager: Mr. G. Gibson
- R.R. 1
Bowmanville L1C 3K5
Telephone: (416) 623-1800
Manager: Mrs. M. Gibson
-
102. Pathfinder Business College
1 Elmhurst Avenue
North York M4L 3R6
Telephone: (416) 225-3737
Manager: Mrs. J. des Santos
-
103. Pebec School of Esthetics and Beauty Therapy
743 Richmond Street
Suite 205A
London N6A 3H2
Telephone: (519) 432-7162
Manager: Mr. L. Buijs
-
104. Practical Business Institute (The)
Mail only:
3038A Bloor Street West
Toronto M8X 1C4
Telephone: (416) 239-9919
Manager: Mr. M.G. Noia
-
105. Pro Bartenders
32 James Street South
Suite 301
Hamilton L8P 2Y1
Telephone: (416) 523-4313
Manager: Mr. R. Maurice
-

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106. Progressive Estimating (Vocational School) Ltd.
Mail only:
78 Deveron Crescent
London N5Z 4B5
Telephone: (519) 681-8841
Manager: Mr. D.L. Jenkins
-
107. P.T.L. Truck Driving School
5353 Maplewood Drive
P.O. Box 71
Windsor N9C 3Z1
Telephone: (519) 969-9696
Manager: Mr. H. Plante
-
108. RCC School of Electronics Technology
243 College Street
Toronto M5T 2Y1
Telephone: (416) 598-4004
Manager: Mr. H.J. Nichol
PCEC
-
109. Radio Electronic Television School
2057 Danforth Avenue
Toronto M4C 1J8
Telephone: (416) 698-5287
Manager: Mr. J.D. Hatch
PCEC
-
110. Rapid Results School
2220 Midland Avenue
Unit 75
Scarborough M1P 3E6
Telephone: (416) 299-7499
Manager: Mr. M.H. Mohamed
-
111. Retter Business College Inc.
120 Eglinton Avenue East
Suite 215
Toronto M4P 1E2
Telephone: (416) 481-7111
Manager: Ms. S.F. Isley/Ms. S. Retter
PCEC
-
112. Rita Mansfield Agency Modelling and Finishing School
130 Slater Street
Suite 950
Ottawa K1P 6E2
Telephone: (613) 238-2641
Manager: Ms. R. Mansfield
-
113. Rodgers School of Truck Driver Training
Jane Park Plaza
881A Jane Street
Suite 201
Toronto M6N 4C4
Telephone: (416) 769-3546
Manager: Mrs. P. Rodgers
-
114. St. Catharines Business College
124 Geneva Street
St. Catharines L2R 4N5
Telephone: (416) 685-9421
Manager: Mrs. B. Young
PCEC
- 31 West Main Street
Welland L3C 4Z5
Telephone: (416) 735-6180
Manager: Mrs. B.E. Rawlings
PCEC
-
115. School of Canine Science (The)
4981 Appleby Line
R.R. 6
Milton L9T 2Y1
Telephone: (416) 335-8093
Manager: Mrs. C. Gardiner
-
116. School of Makeup Art Ltd. (The)
1290 Bay Street
Suite 3
Toronto M5R 2C3
Telephone: (416) 961-1300
Manager: Ms. Y. Bussin
-
117. Select Models
158 King Street
St. Catharines L2R 5J4
Telephone: (416) 684-2258
Manager: Ms. C. Etzl
-
118. Shaw Central College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Dr. F.T. Miosi
PCEC
-
119. Shaw Home Study College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Mr. G. Bobr
PCEC
-
120. Stevens Finishing School of Hamilton
First Place
350 King Street East
Suite 207
Hamilton L8N 1C2
Telephone: (416) 528-5901
Manager: Mr. R. Fisher
-
121. Sudbury School of Esthetics
945 Barrydowne Road
Sudbury P3A 3T9
Telephone: (705) 560-0260
Manager: Mr. R. Villeneuve
-
122. Sutherland-Chan School and Teaching Clinic
730 Spadina Avenue
Toronto M5S 2J2
Telephone: (416) 366-1712
Manager: Ms. R. Grant
-
123. Suzanne's Modelling Agency
298 Elgin Street
Suite 104
Ottawa K2P 1M3
Telephone: (613) 232-5397
Manager: Ms. S. Morrison-Tyrell
-
124. Sylvia Reiser Modelling and Self-Development School
35 Geneva Drive
Hamilton L9C 3Z4
Telephone: (416) 389-1455
Manager: Mrs. S. Reiser
-
125. Syms Business Institute
Fairview Business Park
2289 Fairview Street
Unit 106
Burlington L7R 2E3
Telephone: (416) 639-4473
Manager: Ms. V. Sims
-
126. Tamiro Recording Arts Inc.
361A Oakwood Avenue
Suite 202
Toronto M6E 2W1
Telephone: (416) 656-9420
Manager: Mr. P. Silveira
-
127. Timberline School of Luthiery
P.O. Box 21
R.R. 1
Wilno K0J 2N0
Telephone: (613) 757-3027
Manager: Mr. K. Hall
-
128. Tips School of Serving Inc.
Peter McGregor Tower
21 King Street
Suite 111
London N6A 5N3
Telephone: (519) 672-2640
Manager: Mr. M. Orr
-
129. Toronto Bartenders Training School
617-A Bloor Street West
Toronto M6G 1K8
Telephone: (416) 531-3027
Manager: Mr. C. Obacz
-
130. Toronto School of Business
165 Dundas Street West
Mississauga L5B 2N6
Telephone: (416) 273-7706
Manager: Mr. M. Damelin
- 2432 Eglinton Avenue East
Suite 6
Scarborough M1K 2P8
Telephone: (416) 288-5333
Manager: Mr. B. Yenovkian
- 385 Yonge Street
Toronto M5B 1S1
Telephone: (416) 977-9991
Manager: Mrs. M. Barnett
- 5635 Yonge Street
Willowdale M2M 3S9
Telephone: (416) 221-4386
Manager: Mr. A. Ebedes
PCEC
-
131. Toronto School of Floral Design
2628 Yonge Street
Suite 2
Toronto M4P 2J4
Telephone: (416) 482-3003
Manager: Mrs. M.L. Kruchak
-
132. Travel Training Career Centre Ltd.
2160 Yonge Street
Toronto M4S 2A8
Telephone: (416) 481-2265
Manager: Ms. L. Blazik
-
133. Triad Centre of Progressive Aesthetics Inc.
208 Bloor Street West
Suite 203
Toronto M5B 1T8
Telephone: (416) 961-3030
Manager: Ms. C.G. Robinson
-
134. Tri-Con Mechanical Holdings Ltd.
46 Michigan Avenue
Point Edward N7V 1E5
Telephone: (519) 336-1548
Manager: Mr. W. Taylor
-

135. Tri-County Vocational Driver Training
300 Colborne Street East
Brantford N3S 3M9
Telephone: (519) 756-0223
Manager: Mr. G. Edler
PCEC

720 King Street East
Kitchener N2G 2M5
Telephone: (519) 743-5011
Manager: Mr. J. Wynia
PCEC

136. Universal Mannequenn Fashion School
and Model Agency
463 Richmond Street
Suite 301
London N6A 3E5
Telephone: (519) 673-1234
Managers: Mr. G. Georgopolous/Mrs. D.
Georgopolous

137. Upper Lakes Pre-Sea Training
49 Jackes Avenue
Toronto M4T 1E2
Telephone: (416) 920-7610
Manager: Mr. E. Chudecki

138. Verna Williams Modelling & Charm
School
2011 James Street
Burlington L7R 1H1
Telephone: (416) 632-1065
Manager: Mrs. V. Williams

139. Versailles Academy of Make-up Arts and
Sciences
35 O'Connor Street
Suite 203
Ottawa K1P 5M4
Telephone: (613) 235-1825
Manager: Ms. D. MacIntosh
PCEC

140. Visage School of Cosmetic Artistry
Mail only:
3979 Chesswood Drive
Downsview N3H 2R8
Training:
Limeridge Mall
999 Upper Wentworth Road
Hamilton
Telephone: (416) 385-4951
Manager: Ms. S. Rosenshein

Pen Centre
Glendale Avenue
St. Catharines
Telephone: (416) 684-6041
Manager: Ms. L. Quesnel

134 Yorkville Avenue
Lower Level
Toronto
Telephone: (416) 928-0606
Manager: Ms. C. Baker

141. Vogue Models
237 Locke Street South
Suite 301-302
Hamilton L8P 4T4
Telephone: (416) 523-5077
Manager: Ms. S. Wannop

142. Westervelt Business School Ltd.
190 Wortley Road
London N6C 4Y7
Telephone: (519) 679-0780
Manager: Mr. T. Thomas
PCEC

143. Willis Business College Ltd.
85 O'Connor Street
Ottawa K1P 5M6
Telephone: (613) 233-1127
Manager: Mrs. M.A. Service
PCEC

144. Windsor Welding & Robotic School
1931 Ambassador Drive
Windsor N9C 3R5
Telephone: (814) 966-2334
Manager: Mr. D.P. Stewart
PCEC

145. X-Plosion Incorporated – John
Casablanca
464 Yonge Street
Suite 203
Toronto M4Y 1W9
Telephone: (416) 962-7291
Manager: Mr. L. Thomas

444 Plains Road East
Burlington L7T 2E1
Telephone: (416) 632-8417
Manager: Ms. J. Crossman

146. Zehava School of Esthetics and
Cosmetology
4544 Dufferin Street
Unit 5
Downsview M3H 5X2
Telephone: (416) 665-8030
Manager: Mrs. Z. Saarony
PCEC

Retention and Repayment of Fees

Enrolment in a private vocational school has to be done by means of a contract. The form of the contract must be approved by the Superintendent of Private Vocational Schools and the actual contract must be signed by both the applicant and the school's owner. In the case of an individual under the age of eighteen, the signature of a guarantor must be included. Both parties to the contract should hold a copy bearing original signatures.

The following excerpts from the Revised Statutes of Ontario, 1980, and Ontario Regulation 801, as amended, under the Private Vocational Schools Act, must be included verbatim in the contractual document.

20. A private vocational school may charge a registration fee that shall not exceed 100 per cent of the total cost of the course of instruction or \$100, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction. O. Reg. 499/81, s. 5.

21.—(1) Subject to section 17 and subsection 18 (5) of the Act,

(a) where a person has contracted for a course of instruction at a private vocational school twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school at least twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 20;

(b) where a person has contracted for a course of instruction at a private vocational school twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school less than twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(c) where a person has contracted for a course of instruction at a private vocational school less than twenty-one days prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school at any time prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(d) subject to subsection (4), where a person has contracted for a course of instruction at a private vocational school and gives notice in writing either delivered personally or by registered mail to the private vocational school after the commencement date of the course of instruction of his intention to cease taking the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20,

(ii) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction, and

(iii) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction; and

(e) where a private vocational school has supplied equipment to a person that is in addition to the integral and essential equipment supplied with the written material for a course of instruction and the private vocational school receives from the person a notice under clause (a), (b), (c) or (d), the private vocational school may make a charge not exceeding the retail cost to the private vocational school, for the additional equipment or for the use thereof, as the case may be, except where the person returns all the additional equipment to the private vocational school unopened or as issued, within ten days of the receipt of the additional equipment by the person.

R.R.O. 1980, Reg. 801, s. 21 (1); O. Reg. 499/81, s. 6 (1).

(2) The maximum amount a private vocational school may retain under clause (1) (c) is \$200.

(3) Where a private vocational school receives a proper notice under clause (1) (a), (b), (c) or (d), the private vocational school shall acknowledge receipt of the notice and provide the student with a statement of any moneys retained by the private vocational school. R.R.O. 1980, Reg. 801, s. 21 (2, 3).

(4) Where a private vocational school has supplied and serviced one-half or more of a course of instruction and has not received a proper notice under clause (1) (d) before that date, the private vocational school shall not be obliged to refund any money paid for or on account of the fees by or on behalf of a person who has contracted for such course of instruction. O. Reg. 499/81, s. 6 (2).

22. Where a person has contracted for a course at a private vocational school and does not give notice in writing by registered mail to the private vocational school prior to the commencement date of the course of instruction that is not by way of correspondence of his intention not to commence the course of instruction and does not attend the first five consecutive days of the course of instruction, the contract is voidable at the option of the private vocational school, and the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except,

- (a) the registration fee provided for in section 20; and
- (b) 10 per cent of the fees for the course of instruction. R.R.O. 1980, Reg. 801, s. 22; O. Reg. 499/81, s. 7.

23.—(1) Where a person has contracted for a course of instruction that is not by way of correspondence at a private vocational school and exercises his option to void the contract under section 18 prior to the date upon which the first class is held in respect of any subject of the course of instruction, the private vocational school shall, except as provided in clause 21 (1) (e), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction, including the registration fee under section 20.

(2) Where a person has contracted for a course of instruction that is not by way of correspondence at a private vocational school and fails to exercise his option to void a contract under section 18 prior to the date upon which the first class is held, clauses 21 (1) (d) and (e) shall apply in respect of any subsequent exercise of the option notwithstanding that the student may not have participated in the course of instruction, except that the owner of the private vocational school is not entitled to retain the registration fee under section 20.

(3) Where a person has contracted for a correspondence course at a private vocational school and exercises his option to void the contract under section 18 before returning a part of the course of instruction for the purpose of marking, and notwithstanding that one or more lessons may have been delivered by the private vocational school to the person, the private vocational school shall, except as provided in clause 21 (1) (c), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction including the registration fee under section 20.

(4) Where a person has contracted for a correspondence course at a private vocational school and exercises his option to void a contract under section 18 after part of the course of instruction has been supplied and serviced, clauses 21 (1) (d) and (e) shall apply except that the owner of the private vocational school is not entitled to retain the registration fee under section 20. R.R.O. 1980, Reg. 801, s. 23.

24. Where a private vocational school is required to refund any money under sections 21, 22 or 23, the private vocational school shall refund the money to the person entitled within thirty days of the receipt by the private vocational school of the notice referred to in section 18, 21 or 22, as the case may be. R.R.O. 1980, Reg. 801, s. 24.

25.—(1) Where a private vocational school has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a school regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private vocational school has satisfied the Superintendent that the dismissal was for good cause, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the student except,

- (a) the registration fee under section 20;
- (b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction; and
- (c) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction. R.R.O. 1980, Reg. 801, s. 25 (1); O. Reg. 499/81, s. 8.

(2) Where a private vocational school has dismissed a student under subsection (1), the private vocational school may retain, in addition to the moneys referred to in subsection (1), an amount required to repair or replace any property of the private vocational school that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private vocational school has satisfied the Superintendent that such damage or destruction was caused by the wilful action of such student. R.R.O. 1980, Reg. 801, s. 25 (2).

